



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 513.02

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Effective Date: September 1, 2005

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Approved by: Gayle Ray

Subject: TRANSITION CENTER PROGRAMMING

- I. AUTHORITY: T.C.A. 4-6-102, T.C.A. 4-3-606, T.C.A. 68-24-506, and T.C.A. 68-24-601.
- II. PURPOSE: To establish a program that provides for structured release back into the community.
- III. APPLICATION: Wardens, Deputy Wardens, classification coordinators, counselors, and inmates.
- IV. DEFINITIONS:
 - A. Phase I: Orientation, assessment, and treatment phase in which participants will begin intensive treatment.
 - B. Phase II: Stabilization and rehabilitation phase which focuses on community service and employment readiness skills.
 - C. Phase III: Reentry and employment retention phase focusing on employment and an aftercare plan.
 - D. Selection Team: A committee comprised of Tennessee Department of Correction (TDOC) staff, Board of Probation and Parole (BOPP) staff, and contract staff, if applicable, that interviews, selects, and prioritizes inmates' eligibility criteria for assignment to a Transition Center.
 - E. Transition Center: A facility designed to assist in the transition of inmates from prison life to community living, while living in a facility that is guided by specific guidelines and expectations
- V. POLICY: It is the policy of the Tennessee Department of Correction (TDOC) to provide, within the limitations imposed by available resources, an opportunity for inmates to participate in transition services that impact their reentry into the community.
- VI. PROCEDURES:
 - A. Eligibility Criteria:
 1. Eligibility Criteria:
 - a. Inmates must be eligible under classification guidelines for placement at an annex
 - b. Inmates must meet physical requirements of community service projects and/or work release
 - c. Inmates shall not have had a Class A or B disciplinary conviction within the last six (6) months

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- d. For the program at CBCX: Inmates whose offense was committed either in Davidson or in counties contiguous to Davidson County
- 2. Priority Criteria :
 - a. Inmates who receive a BOPP mandate to successfully complete a transition center program.
 - b. Inmates within 12-15 months of the expiration of their sentence
 - c. Inmates who are recommended by BOPP to complete the program prior to their next scheduled parole hearing.
 - d. Inmates who are within 12-15 months of their release eligibility date
- 3. Exclusion Criteria:
 - a. Inmates with sex related charges, unless they receive a BOPP mandate to complete the program
 - b. Inmates who have been charged with Murder One unless they receive a BOPP mandate
 - c. Inmates with active felony detainers

B. Screening and Selection Process

The inmates' counselors will be responsible for reviewing participants during their annual reclassification for program eligibility. Inmates who have an expiration of sentence date within the next two (2) years will be reviewed for possible consideration. The counselor, pre-release coordinator, and IPO will work together to assure those mandated and recommended by BOPP are reclassified and transferred to the Transition Center in a timely manner.

- 1. The program selection team will meet as needed to screen and to prioritize potential applicants.
- 2. The Correctional Classification Coordinator (CCC) at the sending institution will notify Central Office Dispatch for transfer.
- 3. The program selection team will notify the Inmate Job Coordinator (IJC) at the transition center of the pending transfer and which priority criteria the inmate meets.
- 4. Inmates housed at institutions with transition centers may submit CR-3051, Request for Register Placement, to the IJC in accordance with Policy #505.07, Inmate Jobs. If the inmate is eligible per Section VI.(B) above, the IJC will forward CR-3388, Inmate Job Interview to the selection team. The selection team will return the form to the IJC. If approved, the inmate's name will be added to the register. If denied, a register placement denial will be added to TOMIS.

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5. When a position becomes vacant, the Director of the Transition Program will advise the IJC in writing as to which inmate has top priority to fill the vacancy.
6. Once assigned to the transition program, an inmate's name will be removed from all registers and will not be permitted to be placed on any other registers while in the program.

C. Program Design

The Transition Center will consist of three phases. Phase 1 is an assessment and orientation phase in which participants will begin intensive treatment. Phase 2 focuses on community service and employment readiness skills. Phase 3 addresses reentry employment and employment retention. The length of each phase is approximately three months; however, each phase must be successfully completed before advancement to the next phase is granted. The length of the program will be at least nine months and no more than twelve months. Program records such as re-entry shall be maintained for each inmate and included in the institutional record upon departure from the program.

D. Discharge Procedures

1. Prior to the inmate's release from the Transition Center, the inmate and his or her counselor shall develop a written transition plan. The transition plan shall include, but is not limited to, aftercare treatment needs, living arrangements, community contact information, employment information, and educational/vocational interest.
2. An inmate shall be discharged successfully from the program only after the achievement of all individual treatment goals and performance objectives as defined by the inmate's individual program plan.
3. An inmate may be discharged from a Transition Center for, but not limited to, the following reasons (See Policy #505.07.):
 - a. Any TDOC Class A or B disciplinary conviction
 - b. Multiple level II and III rule violations (See Transition Center Procedures Manual.)
 - c. Inability to perform necessary program duties

VII. ACA STANDARDS: 4-4444.

VIII. EXPIRATION DATE: September 1, 2008.